

IDIS OnLine Access Request Instructions

U.S. Department of Housing and Urban Development

Office of Community Planning and Development

Privacy Act Statement: Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Development (HUD) to collect all the information which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Integrated Disbursement and Information System (IDIS) from unauthorized access. The data are used to ensure that individuals who no longer require access to IDIS have their access capability promptly deleted. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide the information requested on the form may delay the processing of your approval for access to IDIS.

GRANTEE & REQUESTOR INFORMATION

This section of the form is to be completed by the requestor or grantee's Chief Executive Officer or Designee.

Complete all information accurately and in its entirety to prevent delay in processing, such as Grantee Name in IDIS and Requestor's E-mail Address.

NOTE: If no functions or programs are requested, a new requestor will be given rights to view activities and generate reports. Requestors cannot authorize themselves, only the Chief Executive Officer or Designee can authorize.

GRANTEE & REQUESTOR INFORMATION		
REQUEST TYPE	Role to be Performed by Headquarters	Role to be Performed by Field or Local IDIS Administrator
New Request	<input type="checkbox"/>	Drop from IDIS <input type="checkbox"/>
Renew Lapsed ID	<input type="checkbox"/>	Change Function or Program Area <input type="checkbox"/>
Change Name	<input type="checkbox"/>	
Add Access for Another Grantee	<input type="checkbox"/>	
Last 5 Digits of the Social Security Number (SSN): [] [] [] [] []		
Requestor's Name (Last, First, MI):		E-mail Address:
Office Address:		Office Phone: ext.:
Grantee Name in IDIS:		GRANTEE TYPE City <input type="checkbox"/> County <input type="checkbox"/> State <input type="checkbox"/> Non-Profit <input type="checkbox"/> Sub Grantee* <input type="checkbox"/>
Please Mark All Necessary Functions & Programs		
Authorized Functions	Set Up Activity <input type="checkbox"/>	Request Drawdown <input type="checkbox"/>
	Approve Drawdown <input type="checkbox"/>	Local IDIS Administrator <input type="checkbox"/>
Program Areas	CDBG <input type="checkbox"/> HOME <input type="checkbox"/> ESG <input type="checkbox"/> HOPWA <input type="checkbox"/>	Other <input type="checkbox"/> if other, please specify name of program
	HESG <input type="checkbox"/> HOPWA-C <input type="checkbox"/>	
*Approval of State Sub Grantee Request – CPD State Coordinator or State Official name, signature and date:		
Name:		Signature: Date:
Modules	Con Plan: <input type="checkbox"/>	Create/Edit/Submit <input type="checkbox"/> Edit <input type="checkbox"/> View <input type="checkbox"/>
	Capex: <input type="checkbox"/>	Create/Edit/Submit <input type="checkbox"/> Edit <input type="checkbox"/> View <input type="checkbox"/>

GRANTEE APPROVING OFFICIAL

The Approving Official's signature must be notarized. Once completed, send the notarized form to your local HUD CPD Field Office.

GRANTEE APPROVING OFFICIAL	NOTARY
Approving Official's Name:	Date:
Title:	Signature:
Office Phone: ext.:	SEAL
Office Address: (Street, City, State, Zip)	MUST BE NOTARIZED
Signature: Date:	
I authorize the person above to have access to IDIS Functions checked.	
Field Office Approval (CPD Director or Designee)	
Name:	Signature: Date:

HUD FIELD OFFICES ONLY

Verify that all information has been completed accurately and sign.

NOTE: Forms will not be processed without the Field Office Approval (CPD Director or Designee) signature.

Once approved, scan and email the notarized form to IDISUseridRequests@hud.gov. Subject of email should include the Grantee Name in IDIS and the Requestor's Name.

For more detailed information on how to obtain an IDIS OnLine account, technical assistance and password reset, go to <http://www.hud.gov/offices/cpd/systems/idis/idis.cfm>

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)